

October 19, 2006

Joanne McCaughan, Senior Field Representative  
Washington Federation of State Employees  
1210 Eastside Street SE Suite 300  
Olympia, WA 98501

RE: Dennis Munday v. Department of Labor & Industries  
Allocation Review Request 06AL0025

Dear Ms. McCaughan,

On August 28, 2006, I conducted a Director's review meeting at the Department of Personnel, 2828 Capitol Boulevard, Olympia, Washington, concerning the allocation of Mr. Munday's position. Present at the Director's review meeting were you and Mr. Munday; Tina Heenan, Shop Steward; Sandi LaPalm, Human Resources Manager, representing the Department of Labor & Industries (L&I); and Debbie Yantis, also with L&I's Human Resources Office.

### **Background**

On July 5, 2005, Mr. Munday submitted a Classification Questionnaire (CQ) to the Human Resources Office at L&I, requesting that his Warehouse Worker 2 position, #235-0526, be reallocated to the General Repairer classification. The CQ was not signed by Mr. Munday's management, and Human Resources Consultant Debbie Yantis subsequently requested that an updated Position Description Form (PDF) be completed by Mr. Munday and his supervisor (Exhibit B-1). The Human Resources Department received Mr. Munday's PDF on August 25, 2005. Mr. Munday also submitted a Position Review Request Form, which he signed on August 29, 2005; however, the form did not contain his supervisor's signature, and L&I did not consider it in the agency's position review.

By letter dated October 4, 2005, Classification Manager Sandi LaPalm notified Mr. Munday that his position was appropriately allocated to the Warehouse Worker 2 classification. Ms. LaPalm concluded that the majority of Mr. Munday's duties included assembling and configuring module furniture, not repairing and maintaining buildings

and equipment related to such areas as carpentry, plumbing, steam fitting, electrical, or mechanics, which are more characteristic of the General Repairer classification.

### **Summary of Mr. Munday's Perspective**

Mr. Munday asserts he has been misallocated for some time, and he contends the duties and odd jobs he performs are in the field as opposed to a warehouse. Mr. Munday states he spends 65% of his time working in the field, driving a truck, constructing furniture, repairing items, and installing furniture. Mr. Munday asserts he modifies written plans, works with facilities planners, reads blueprints, makes adjustments, and uses hand tools to assemble items. Mr. Munday contends he performs electrical work, pulling electrical panels and preparing them for electricians, though he acknowledges he is not certified. Mr. Munday further contends he does training with other staff, ensuring others are aware of safety issues and acting as a lead worker in the field.

Mr. Munday asserts that warehouse orders are completed by 7:30 a.m. and states he only spends about 15% of his work time in a warehouse performing general warehouse duties. Mr. Munday believes many of the tasks he performs go beyond simple ergonomic adjustments, and he characterizes duties like repair and maintenance of lighting fixtures as complex. Mr. Munday asserts he performs the same basic duties as he did as a General Repairer in a temporary position at the Department of Social and Health Services (DSHS). Mr. Munday notes that his supervisor and others have recognized his work, as stated in letters of recommendation, and he contends his supervisor, program manager, and assistant director have all acknowledged that the duties listed on the PDF are an accurate reflection of his work. Therefore, Mr. Munday believes his position should be reallocated to the General Repairer classification.

### **Summary of the Department of Labor & Industries' (L&I's) Reasoning**

L&I acknowledges that Mr. Munday works in the field rather than in a warehouse; however, L&I contends the majority of that work is related to assembling modular furniture and workstations. L&I contends Mr. Munday's duties do not meet the sub-journey level of work that entails performing alterations and maintenance on buildings, facilities, and equipment. While L&I agrees that Mr. Munday performs some maintenance and performs a portion of the furniture set up, L&I contends that furniture contractors handle a majority of the complex functions. L&I further contends that any maintenance type work performed by Mr. Munday is not regularly assigned and does not reach the level of a skilled trades class. L&I asserts Mr. Munday spends about 60% of his time configuring panel systems and cubicles and adjusting workstations for ergonomic purposes.

L&I does not agree that Mr. Munday performs electrical work; rather, L&I asserts he does preparation work on setting up the receptacles used for wiring. L&I acknowledges that Mr. Munday works closely with facilities planners; however, L&I asserts the planners are not in Mr. Munday's direct chain of command. L&I further asserts that the letters of recommendation written by facilities planners and others, while certainty

complimentary, are not allocating criteria. In addition, L&I contends that, regardless of how other state agencies allocate similar positions, it is L&I's position that the duties outlined in the PDF best fit the Warehouse Worker 2 classification because Mr. Munday does not work on structures, buildings, or equipment. Therefore, L&I believes the assigned duties do not meet the definition of the General Repairer classification.

### **Director's Determination**

This position review was based on the work performed for the six-month period prior to July 5, 2005.

As the Director's designee, I carefully considered all of the documentation in the file, the exhibits presented during the Director's review meeting (except as noted on the attached exhibit list), and the verbal explanations provided by both parties. Based on my review and analysis of Mr. Munday's assigned duties and responsibilities, I conclude his position should be reallocated to the General Repairer classification.

### **Rationale for Determination**

There is no indication that the CQ originally submitted for reallocation or the Position Review Request Form (Exhibits A and B) was reviewed by Mr. Munday's supervisor, and neither was signed by management. Therefore, when analyzing and reviewing the assigned duties and responsibilities, I relied on the PDF submitted on August 25, 2005, signed by both Mr. Munday and his supervisors, for the most accurate description of assigned duties (Exhibit B-1).

In reviewing the PDF, the position objective notes that position #235-0526 is assigned to the Warehouse Operations Section of L&I, which is comprised of two workgroups: Warehouse Support and Field Support. This position provides field support and backs up warehouse support. The essential functions include operating equipment such as a medium duty truck, electric forklift, electric pallet jack, and electric hand tools and assembling and adjusting office modular furniture.

As stated on the PDF, the majority of the key work activities (60%) assigned to position #235-0526 fall under facilities management support. As such, the duties include performing office moves for the agency; working with office modular cubicles and furniture that involve repairing, reconfiguring, and modifying panel systems by reading and interpreting detailed instructions, blueprints, and CAD drawings; assembling the electrical wiring inside the modular panel systems; and performing workstation ergonomic adjustments. In addition, this position's duties will include making minor office repairs like replacing chair cylinders, aligning cabinet drawers, and replacing workstation light fixtures. Other assigned repair and installation duties include electronic white boards, towel and soap dispensers, mirrors, pictures, and wall clocks. The position also coordinates with agency facilities planners, field service coordinators, information technology and telecommunications positions, and contracted electricians when installing and reconfiguring workstations.

The remaining 40% of assigned duties are listed on the PDF as follows: 15% related to performing general warehouse duties such as receiving, stocking, issuing and shipping; 10% driving truck for deliveries of supplies and furniture to L&I Headquarters and 25 field locations; 10% related to surplus processing; and 5% performing other miscellaneous duties.

When comparing the majority of Mr. Munday's assigned work activities (60%) to the class specifications, the duties are more consistent with the General Repairer classification than either the Warehouse Worker 1 or 2 classes. For example, the General Repairer class defines the work as sub-journey level work and includes alterations, repairs, and maintenance. The Warehouse Worker classes define the work as performing manual labor and routine clerical work or managing or assisting in the management of functions in a warehouse as they primarily relate to shipping, receiving, ordering, storing, and inventory functions.

Specifically, the General Repairer definition and distinguishing characteristics state the following:

Definition: Performs sub-journey level work in alteration, repair and maintenance of buildings, facilities, and equipment.

Distinguishing Characteristics: Positions allocated to this class are used primarily where no immediate supervision or aid from a journey-level tradesperson is available. It is used where the employment of several skilled tradespersons is impractical and an incumbent must be versatile enough to perform all the work required.

Although Mr. Munday's position does not perform alterations, repairs, and maintenance specifically to buildings, facilities, and equipment, he does repair, reconfigure, and modify complex office panel systems. In order to accomplish the reconfigurations, the duties also include interpreting detailed instructions, reading blueprints and building plans, repairing workstation light fixtures, and working with contracted electricians to install and reconfigure workstations. Those duties are significantly different than the 15% of assigned general warehouse duties, which are more in line with the definitions and distinguishing characteristics of the Warehouse Worker classes. To illustrate, the PDF notes the following:

(15%) General Warehouse Duties – Performs the following warehouse functions: receiving, stocking, issuing, and shipping. Opens the warehouse at the start of the business day and secures it in the evening. Ensures that the Warehouse Back-up Server is functioning properly, and with the correct back-up media. Operates several computer applications; "Procure Plus" Inventory and Materials Management System, FedEx Shipping System, Microsoft Outlook, Excel, and Word. Works the front counter; taking telephone orders, servicing walk-in customers, and

receiving shipments. Files documents that make up the warehouse historical records. Forwards invoices requiring payment to Vendor Pay. Assembles various office furniture and equipment prior to being delivered. Troubleshoots discrepancies between Purchasing, Vendor Pay, Forms Management, I.S. Procurement, transportation companies, and customers. Researches and corrects inventory discrepancies. May assume supervisor responsibilities . . .

The above duties relate to the Warehouse Worker 1 definition which states, “[p]erforms manual labor and routine clerical work in receiving, ordering, storing, rewarehousing, issuing/shipping, delivering or picking supplies, equipment, furnishings or provisions in a commissary or warehouse.” They also relate to the Warehouse Worker 2 definition, which states:

In addition to duties assigned to Warehouse Worker 1s, manages or assists in the management of a commissary or warehouse; or performs specialized warehousing functions in a large volume, fast turnover warehouse, or electronics/communications stockroom; or in a residential facility that is eligible to have a Warehouse Supervisor 2, has complete charge of property inventory control maintenance.

The distinguishing characteristics for both the Warehouse Worker 1 and 2 classes note that the incumbent works in a warehouse, commissary, or separate building performing duties related to receiving, storing, shipping, checking, re-coopering, and dispatching. In addition, the distinguishing characteristics for both classes list operating mechanized equipment such as a forklift, which is identified under the truck driver duties as 10% of Mr. Munday's key work activities.

Further evidence to support Mr. Munday's assigned duties and responsibilities go beyond the scope of the Warehouse Worker 2 classification can be found in a March 17, 2004 recommendation letter written by Mr. Munday's supervisor, Richard Detheridge (Exhibit L-4). While the letter was written prior to the timeframe of this request, it is undisputed that Mr. Munday was performing the same duties as far back as August 2002, as noted in L&I's October 4, 2005 allocation determination letter.

In his recommendation letter, Mr. Detheridge acknowledged that Mr. Munday performed the duties as a Warehouse Worker 2, but he also wrote the following:

That position title is somewhat misleading, because it required him to do much more. In addition to performing the traditional warehouse functions . . . [Mr. Munday] performed workstation installations and adjustments, assembled office furniture . . .

Additionally, Mr. Detheridge authored a document breaking down the percentage of Mr. Munday's work time, identifying local and field facilities management support as 60% of

his assigned duties (Exhibit O), which is consistent with the 60% allotment of duties listed on the PDF.

When comparing the majority of Mr. Munday's key work activities to the classifications available in July 2005, the General Repairer classification best describes the overall duties and responsibilities assigned to position #235-0526.

### **Appeal Rights**

WAC 357-49-018 provides that either party may appeal the results of the Director's review to the Personnel Resources Board (board) by filing written exceptions to the Director's determination in accordance with Chapter 357-52 WAC.

WAC 357-52-015 states that an appeal must be received in writing at the office of the board within thirty (30) calendar days after service of the Director's determination. The address for the Personnel Resources Board is 2828 Capitol Blvd., P.O. Box 40911, Olympia, Washington, 98504-0911.

If no further action is taken, the Director's determination becomes final.

Sincerely,

Teresa Parsons  
Director's Review Supervisor

c: Dennis Munday  
Sandi LaPalm, L&I

Enclosure: List of Exhibits